Control of Documents

1.0 Purpose

The purpose of this procedure is to define controls needed for the documents of integrated management system (QMS+EMS). *Records are a special type of document and are controlled as per* IMSP 02.

1.1 Application

This procedure is applicable to all documents concerned with IMS including documents of external origin such as National / International standards and customer supplied documents.

2.0 Responsibility

Responsibility and Authority for various activities of 'Document control' is described in procedure part.

3.0 Terms and definitions

a) **Document**: Information and its supporting medium. *A set of documents, for example specifications and records, is frequently called documentation.*

b) **Form:** Document used to record data required by the IMS management system
Note: A Form becomes a record when data is entered.

c) **Record**: Document stating results achieved or providing evidence of activity performed

4.0 Abbreviations

IMS	=	Integrated Management System
IMSM	=	Integrated Management System Manual
IMSP	=	IMS Procedure
WI	=	Work Instruction
CL	=	Checklist
ASL	=	Approved supplier list
ML	=	Master list
F	=	Form
AP	=	Audit plan
QP	=	IMS Plan

Control of Documents

5.0 Procedures

5.1 Document preparation guide

Where and to the extent possible, guidelines given in the following standards should be adapted:

1) ISO/TR 10013:2001 – Guidelines for IMS management system documentation
2) ISO 10005:1995 – Guidelines for preparation of IMS plan

While developing Forms, following issues to be considered as appropriate:

a) Customer requirements
b) User requirements
c) M.I.S requirements
d) Statutory and regulatory requirements

5.2 Documentation structure and numbering system

Document description	Numbering system
Level 1 Document IMS Manual	**IMSM XX** IMSM = IMS Manual XX = Serial number assigned to the manual
Level 2 Document IMS procedures	**IMSP XX** IMSP = IMS system procedure XX = Serial number assigned to the procedure

Level 3 and 4 Documents		
Sl. No	**Document title**	**Numbering system**
1	IMS objectives and targets	IMS-O&T-Serial number
2	IMS Management programs	IMS -MP- Serial number
3	Master list of documents	IMS -ML-01
4	Master list of records	IMS -ML-02

Level 3 and 4 Documents (continued)	
Work Instruction (WI) Checklist (CL) Approved supplier list (ASL) Master list (ML) Audit plan (AP) Quality Plan (QP)	**AA : BB - XX** AA = Originating Dept Code BB = Abbreviation of the document XX = Serial number assigned to it
Formats	**IMSF-XX-F-YY** IMSF = IMS Format XX = Serial Number of the associated procedure F = Format YY = serial number assigned to a particular format

All documents shall indicate their current revision status and the revision date.

Numbering system for design documents are maintained by design department.

5.3 Preparation, approval, revision and re-approval of documents

Document description	Responsibility for Preparation and incorporation of revisions	Responsibility for Review	Authority for approval and Re-approval (of revisions)
IMS Manual	ISO coordinator /MR	ED/MD	MD
IMS procedures	Functional Head	MR	MD
Level 3 & Level 4 Documents	Designated Employee	Concerned Functional Head/MR	Concerned functional Head

5.4 Control of document changes (Revisions)

5.4.1 IMS Manual (Level 1 document)

The Management representative shall identify the need for changes in the IMS manual based on inputs such as audit findings, changes in the organization structure, change in

organization's business, changes in work practices due to adoption of technical advances, changes in responsibilities and authorities of personnel etc.,

Whenever revisions are made to IMS manual, such revisions shall be carried out in accordance with document control procedure described in the section 0.4 of IMS Manual.

5.4.2 IMS Procedures (Level 2 documents)

The originating function's head shall determine the need for revisions based on inputs such as, audit findings, suggestions received for improvement, changes in work practices due to adoption of technical advances, changes in responsibilities and authorities of personnel etc., The functional head shall incorporate changes in the procedure and it shall be reviewed by the top management and approved by the MD.

Whenever IMS system procedures are revised, brief note of revisions shall be provided at the end of the document.

5.4.3 Level 3 and Level 4 documents

The originating functional head or his designated employee shall determine the need for revisions based on inputs such as, audit findings, suggestions received for improvement, changes in work practices due to adoption of technical advances, etc. The designated employee shall incorporate changes in the document and it shall be reviewed and re-approved by the functional head.

Whenever Level 3 documents are revised, functional head shall ensure that

a) Copy of the revised document is given to MR in order to update the master list of documents.
b) Previous revision document is identified as "OBSOLETE",
c) Old issues are retrieved Form all users and disposed off suitably,
d) Documents of pertinent revision only are made available with the users.

Control of Documents

Functional Head's designated employee shall retain the documents of previous revision for reference purpose. Whenever a document is revised, whole document shall be issued under next revision number.

6.0 Issue and control of documents

6.1 General

MR shall maintain Master list of IMS documents to indicate the latest revision status. For this purpose, he shall coordinate with all functional heads and obtain information on revision status of level 3 and level 4 documents.

Personnel responsible for issue and control of documents shall maintain Document issue register in order to ensure timely issue of documents to all concerned.

Issuer and user, both are responsible for ensuring availability of pertinent issue of documents at all points of use.

6.2 Issue and control of IMS Manual and IMS Procedures (Level 1 and 2)

MR shall maintain the Master copy (Original) of IMS Manual and all IMS procedures. These documents shall be identified as **MASTER COPY** on the rear side of the documents.

MR shall issue and control these documents by posting them in the company website http://www.ksphc.in. The user may take print-out of these documents and it shall be the sole responsibility of the user to ascertain and maintain and use the latest document as posted in the referred website.

Superseded document shall be identified with **OBSOLETE COPY** seal. Obsolete documents shall be disposed-off after minimum retention period as per IMSP 02 – procedure for control of records.

6.3 Issue and control of Level 3 documents

Designated employee of concerned functional head shall maintain the Master copy (Original) of level 3 documents. These documents shall be identified as **MASTER COPY** on the rear side of the documents.

Designated employee of concerned functional head shall issue and control these documents through “Document issue register”. Documents issued under this methodology shall bear the seal **CONTROLLED COPY** on front face of document at an appropriate place.

6.4 Issue and control of Level 4 documents

Generally printed Forms are used for recording purposes. A copy of this (Blank copy) is treated as a document. A blank copy of these formats are uploaded onto company website. The user of these forms can download the required forms and use them as necessary.
Originator of records (A Form in which data are filled) may issue the records to the relevant functions for identified purposes.

7.0 Control of documents and data of external origin

7.1 Standards related to IMS management system

MR shall be responsible for control and updating of applicable National / International Standards pertaining to IMS Management Systems. Updating of standards can be done either by subscribing with the originating agency or their authorized distributors or, by periodically verifying the status in respective website of the originating organizations. Master list of documents shall include this to reflect the latest revision status of these documents.

7.2 Standards related to product and processes (construction related)

Design Dept. shall be responsible for control and updating of applicable National / International Standards related to construction materials and their testing, construction processes. Updating of standards can be done either by subscribing with the originating agency or their authorized distributors or, by periodically verifying the status in respective website of the originating organizations.

7.3 Standards related to product design

Design Dept. shall be responsible for control and updating of applicable National / International Standards and reference books related to product design. Updating of standards can be done either by subscribing with the originating agency or their authorized distributors or, by periodically verifying the status in respective website of the originating organizations.

Note: Documents provided by the client organization is treated as customer property and are handled in accordance with the requirements of ISO 9001:2008 Clause number 7.5.4

8.0 Control of documents in electronic media

Originator of documents shall ensure that necessary checks and controls have been established to approve, incorporate change and re-approve by provisioning of password protection for the specific fields.

System Administrator to ensure the access control to these documents by giving password protection with write protection. Subsequently access to change/revise the document shall be controlled through password protection.

Originator shall ensure that back up of data is taken on any update made to preserve and protect the data.

9.0 Records

Sl. No	Name of the Record	Authorizing Personnel	Custodian of record	Retention Time

1	Issue details of Level 3 and 4 documents	Designated employee of concerned functional head	Designated employee of concerned functional head	Till the issue of next revised documents

10.0 Reference

a) ISO 9001: 2008 Clause Number 4.2.3

b) ISO 14001:2004 Clause Number 4.4.5

c) IMS Manual section / Clause 3.2.3

11.0 Associated Documents

a) Procedure for control of records IMSP 02

Approved by : Managing Director